

Incident Reporting Policy

1. Purpose

This policy sets out Smart Employment Solutions' commitment to Incident Reporting. Smart Employment Solutions understands that to be effective, the Occupational Health and safety Management System requires participation and support from all members of the organisation.

It is a requirement under Queensland Work Health & Safety laws for employers to keep a register of injuries and near misses that occur in their workplace.

2. Scope

This policy applies to all Smart Employment Solutions staff and visitors.

3. Policy Statement

In order to fulfil the company's workplace health and safety objectives, Smart Employment Solutions is committed to ensuring all injuries and incidents that occur are reported promptly and accurately.


Reporting injuries and incidents aids in the initiation of preventative actions to control or limit future incidents, which may endanger the health and safety of employees. It is only by reporting every injury and incident that the proper treatment for injuries can be given and appropriate action taken to prevent further incidents occurring.

4. Breach of Policy

A breach of this policy, either intended or unintended, will be considered serious and may lead to disciplinary action including termination of employment or cancellation of contract.

5. Associated Documents

- 18-01 Occupational Health and Safety Policy
- 21-01 Fire and Evacuation Procedure
- 22-02 Incident Reporting Procedure

	Title	Name	Date	Signature
Approved by	Managing Director & CEO	Steve Craven	08/21	

Incident Reporting Procedure

1. Objective

Smart Employment Solutions wishes to provide a comfortable, productive, legal and ethical work environment. To this end, the company has instituted procedures to report any incidents in the workplace to the attention of your supervisor and, if necessary, to upper level management.

2. Scope

This procedure applies to all Smart Employment Solutions staff and visitors.

3. Method

When an employee suffers an injury or illness as a result of their employment, the company is committed to ensuring the cause and nature of the injury or illness is reported. Incidents must be investigated and controls put in place to prevent any recurrences.

The purpose of incident recording is:

- To allow the company to identify where accidents are occurring in the workplace
- To inform the company of the causes of the accidents
- To allow the company to establish control measures to reduce injuries and costs to the business
- To help identify hazardous situations or systems of work leading to an injury or illness
- To achieve compliance with Work Health and Safety Laws
- To help identify employees that require further training and education

Procedures:

- All employees must report all work-related injuries and incidents. If an employee should become injured on the job in any manner, the injury must be reported to their immediate supervisor immediately and Employment Officer.
- Immediate supervisors are to ensure that first aid is given and further medical attention is provided or arranged if necessary.
- Immediate supervisors and Employment Officers must complete an Incident Report Form detailing any eye-witness accounts of the accident. Employees are expected to cooperate in detailing an accurate account of the accident, and in providing any information which may be relevant.
- Incident Report Forms are available from the Intranet. Any queries regarding the completion of these forms should be directed to your immediate supervisor instantly.
- Incident Report forms, once completed, must be submitted to Management. Failure to report injuries or illnesses may result in a delay or denial of Workers' Compensation benefits.

Notifiable Incidents:

- The death of any person
- A person requiring medical treatment within 48 hours of exposure to a substance
- A person requiring immediate treatment as an in-patient at a hospital
- The amputation of any part of their body
- A serious head injury
- A serious eye injury
- The separation of skin from underlying tissue
- Electric Shock
- A spinal injury
- The loss of bodily function
- Serious lacerations

THE COMPANY IS REQUIRED TO NOTIFY WORKPLACE HEALTH & SAFETY QLD IN THE EVENT OF A SERIOUS INCIDENT, DEATH OR DANGEROUS OCCURRENCE INVOLVING AN EMPLOYEE WITHIN 48 HOURS OF THE INJURY OR DANGEROUS OCCURRENCE.

4. Associated Documents

- 18-01 Health and Safety Policy
- 21-01 Fire and Evacuation Procedure
- 22-01 Incident Reporting Policy

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